QUEEN ELIZABETH'S GRAMMAR SCHOOL
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Headteacher: Mr S Garrity

12th November 2026

Dear Parents and Carers,

Year 9 Parent Teacher Meeting Evening – Thursday 26th November 2026

We are delighted to invite you to our Year 9 Parent Teacher Meeting Evening (PTM) on **Thursday 26th November 2026, from 3:45pm to 6:00pm.** This evening provides an important opportunity to discuss your child's progress and development ahead of the Year 9 Options Evening.

Year 9 is a key moment in your child's education, as choices made during the options process will begin to shape their pathway through Key Stage 4. The evening will allow you to ask questions, reflect on strengths and areas for development, and feel confident in supporting your child as they prepare to make informed decisions about their future subjects. Working in partnership with you is essential to ensuring that every student feels supported, makes positive progress and has the opportunity to thrive at QEGS.

We strongly encourage **students to attend appointments** with their parents/carers wherever possible. This enables them to take an active role in reflecting on their learning, celebrating their successes and understanding their next steps.

Booking your appointments

Appointments must be booked in advance through the Arbor Parent Portal (https://login.arbor.sc) or Parent App. If you have not yet set up your Arbor account, please see the instructions at the bottom of this letter.

Appointments will open for booking at **6:00pm on Friday 13th November 2026** and will close at **2:00pm on Wednesday 25th November 2026**. We have selected an evening opening time to make the booking process more accessible for parents/carers who may be working during the day.

Appointments are available on a first-come, first-served basis, so we encourage you to book early to secure your preferred times. If a teacher becomes fully booked, feedback can be requested following the event.

For guidance on booking appointments, please use the following Arbor support link:

How to book parent-teacher consultation appointments on Arbor

What to expect on the evening

The evening will take place **face-to-face at QEGS**. You will be able to select your own appointment times through Arbor and will receive email confirmation of your bookings.

Each appointment will last **five minutes**. To ensure that the evening runs smoothly and that all families have the opportunity to meet with staff, teachers will bring conversations to a close at the end of the allocated time. Discussions will focus on your child's progress in the relevant subject, including their achievements, current performance and next steps for learning.

Classroom allocations and directions will be displayed around the school on arrival, and staff and student leaders will be available to help you find your way.

Arrival and parking arrangements

Please enter the school via the **Level 3 entrances**, where you will be asked to sign in.

To allow our students to leave the school site safely at the end of the school day, please do not arrive before **3:35pm**.

Parking is limited, and spaces cannot be guaranteed. Please park only in designated bays and **do not use the Bus Bay before 4:15pm.** Additional parking may be available at Boothby Campus.

Instructions to Login to Arbor for the first time

We have already created the account for you using the personal email you provided to QEGS.

Before you can use the App to access your account you need to "**activate**" the account by logging in via a **web browser**, e.g. Chrome, Edge, Safari, etc, to set your password.

Go to https://login.arbor.sc and click "**Forgot your password?**" on the secure page and follow the on-screen instructions to set your password.

(**Crucial Note for First-Time Users: You must set up your password and accept the terms of use through the Parent Portal (website) first. You cannot do this through the app.)**

You'll then be redirected to the login page where you enter your email address (the one we have for you) and your newly set password, then click Log In, at which point you will be able to select the School you want.

Further help and information is available at:

https://support.arbor-education.com/hc/en-us/articles/360020147458-Logging-In-to-the-Parent-PortalParent-App

Thank you for your continued support and partnership. We look forward to working together to ensure that your child has a positive, successful and rewarding Year 9 experience. If you have any questions, please contact myself or Hayley Ratcliffe. We look forward to seeing you on **Thursday 26th November**.

Yours faithfully,

Mrs S Dyer
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